

MINUTES
TOWN COUNCIL
TOWN OF SHENANDOAH
REGULAR MEETING

JANUARY 11, 2011

CALL TO ORDER: The Shenandoah Town Council held its regular meeting on Tuesday, January 11, 2011, at 7:00 p.m., with Mayor Clinton O. Lucas, Jr., presiding.

The meeting began with the Pledge of Allegiance.

ATTENDANCE: Council Members present were: Mayor Clinton O. Lucas, Jr.; Vice Mayor William Kite; Councilmen Russell Comer, Jr.; I. Michael Lowe; Richard Pierce; and Keith Sampson.

Council Members absent were: Charles Jenkins.

Other Town Officials present were: Larry E. Dovel, Town Manager; Pete Monteleone, Chief of Police; and Juanita F. Roudabush, Assistant Town Manager/MMC.

Citizens present were: Guy Monger, Jr., Town Planning Commission Member; Ron Haney; Wilbert King; and Gary Patterson.

Media Representatives: None.

RECEIVING OF VISITORS

1 – Ron Haney requested permission to use Town property to open a bait and tackle shop and sell drinks and hotdogs at the River Park. His plans include using a portable trailer or vehicle to sell the items from so that it could be moved everyday if needed.

Council Members noted there would be additional requirements including, but not limited to, insurance, business license, meals tax license, and meeting health department regulations. They also mentioned the Virginia Department of Game and Inland Fisheries would have to be consulted to determine if they would allow this activity at this location, since they fund a good portion of the boat landing area.

Mr. Haney mentioned in addition to the retail sales, he would like to hold mini “concerts” of various local bands from time to time as well.

Council Members noted a special event application will need to be filed and come before Town Council as well.

Council agreed to review this matter further and let Mr. Haney know what insurance and permits may be required to use this area.

2 - Gary Patterson reported the business technology seminar was successful and with the Council’s support, he would like to hold more seminars in the future, possibly every couple of months. This was a free seminar, led by Mr. Patterson and volunteers, designed for business owners where experts walked them through setting up a website, Face book page, and business logo.

Mayor Lucas and Council Members agreed to offer support to holding more of the business technology seminars, with the next one to be held in March 2011. The Town will provide the snacks and help to promote the event.

Mr. Patterson then reported the Shenandoah Merchants Association (SMA) would like additional signage at the intersection of 602 and Fourth Street (traffic light area) to direct visitors to the various businesses in Town.

Council requested the SMA provide a design of the type of signage they are requesting so the Town can provide regulations from the various agencies involved with obtaining permits for it.

3 – Wilbert King of 130 Trenton Avenue, requested maintenance on the undeveloped portion of Trenton Avenue, which he uses to access his home. He noted the area where the pavement ends and the gravel begins has a large rut, which makes it very difficult to get their vehicles up the hill during inclement weather. He stated if there is any way the Town could assist with the street maintenance, the residents in this area would greatly appreciate it.

Mayor Lucas and Council Members noted the developer of the lots, Billy Gordon, was supposed to inform potential purchasers of the need to provide their own road maintenance, as this was an undeveloped street. This property was developed when it was outside the Town corporation limits. Now the property is inside the Town corporation limits. They noted they would request VDOT to review the matter and determine if there was anything they could do to assist with street maintenance in this area.

DECEMBER 14, 2010, REGULAR MEETING MINUTES AND JANUARY 6, 2011, SPECIAL MEETING MINUTES:

A Motion was made by Councilman Lowe, seconded by Councilman Sampson, to approve the Regular Meeting Minutes held on December 14, 2010, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite NAY: None.
Councilman Comer
Councilman Lowe
Councilman Pierce
Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

VOTE: Unanimous in favor of motion.

A Motion was made by Councilman Comer, seconded by Councilman Pierce, to approve the Special Meeting Minutes held on January 6, 2011, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite NAY: None.

Councilman Comer

Councilman Lowe

Councilman Pierce

Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins..

VOTE: Unanimous in favor of motion.

APPROVAL OF BILLS:

Councilman Sampson reported the electric bill for the tennis courts and Wig-Wam Village Playground were higher than normal on this last bill. Reportedly one of the neighbors have been using the Town's electric by placing an extension cord from the playground to their home.

Councilman Lowe reported the tennis court lights were switched on and left on for several days.

Councilman Sampson suggested the electric be shut off at the tennis courts during these cold winter months and restore the service in the spring. He noted if anyone wanted to use the tennis courts in the meantime, they could just call the Town Hall to have the electric service installed prior to their game or event.

There being no further questions or comments, a Motion was made by Vice Mayor Kite, seconded by Councilman Sampson, to approve the bills, dated January 11, 2011, in the Combined Accounts Disbursements Warrants #29203 - #29270 in the amount of \$166,677.32.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite NAY: None.
Councilman Comer
Councilman Lowe
Councilman Pierce
Councilman Sampson

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion.

TREASURER'S REPORT: Mayor Lucas read the Treasurer's report, submitted by Treasurer Cindy Breeden, for January 11, 2011.

A Motion was made by Councilman Sampson, seconded by Councilman Comer, to approve the January 11, 2011, Treasurer's report in the amount of \$1,300,904.86, as read.

Members Vote was as follows:

YEA: Vice Mayor Kite NAY: None.
Councilman Comer
Councilman Lowe
Councilman Pierce
Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

VOTE: Unanimous in favor of motion.

CORRESPONDENCE

Item # 1 – Mayor Lucas and Council Members received a report of the Town accomplishments for 2010. Although the recession made it difficult to find funding for large projects, the Town was able to continue upgrading the Town's water meters, issued 9 community enhancement awards, hosted several seminars for businesses to better utilize technology, upgraded the batting cage building, made upgrades to several parks, including adding the paved walking trail at the River Park, 172 children participated in the Town's basketball program, continued to offer citizens access to the broadband internet service at our computer center and offered very low cost computer classes, held the 13th Annual Memorial Day Festival and Parade, hosted 4 classic vehicle cruise ins, began work on the new Veterans Memorial Park, participated in several cleanups, and welcomed 3 new businesses.

Mayor Lucas and Council Members noted their appreciation for all the volunteers who assist the Town in making many of the programs possible for our community.

Item # 2 – Mayor Lucas and Council Members authorized holding the annual Town Spring Cleanup on April 11, 2011, through April 21, 2011.

They noted this is a free service offered to the citizens of the Town and they should take advantage of it to remove old furniture, appliances, and other unwanted items from their property by calling the Town Hall by April 20th to schedule a pick up and placing the items at the location of their regular trash pick up site.

It was noted the Town cannot pick up brush, tires, batteries, chemicals or remodeling debris.

Item # 3 – Mayor Lucas and Council Members received a memorandum from Police Chief Monteleone indicating Officer William Wheeler has successfully surpassed his probationary period and requested the customary five (5) percent salary increase.

A Motion was made by Councilman Pierce, seconded by Councilman Lowe, to authorize a five (5) percent salary increase for Police Officer William Wheeler, effective with the next payroll, for successfully surpassing his six (6) month probationary period.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite NAY: None.

Councilman Comer

Councilman Lowe

Councilman Pierce

Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

VOTE: Unanimous in favor of motion.

Item # 4 – Mayor Lucas read information from Reader's Digest regarding their "We Hear You America" grant program. He inquired what specific project the Council would like to submit as an idea to promote to have citizens "vote" on the Reader's Digest website for this grant?

Several Council Members suggested either the Big Gem Park or the River Park, while another suggested extending hours of the computer center, to be valuable projects the Town would like to complete.

Item # 5 – Mayor Lucas and Council Members received a memorandum from Assistant Town Manager Roudabush regarding permission to begin a records management program to properly destroy certain Town records, as we are running out of storage space to retain the records any longer than required. Some records, such as minutes, are required to be retained forever and

they will be stored in the fire proof vault as soon as it is cleaned out. The memo further explained the state law requires Council permission prior to destruction of some records.

Following a brief discussion, a Motion was made by Councilman Lowe, seconded by Councilman Pierce, to authorize destruction of records according to the State records retention schedules, as presented.

Members Vote was as follows:

YEA: Vice Mayor Kite NAY: None.
Councilman Comer
Councilman Lowe
Councilman Pierce
Councilman Sampson

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion.

Councilman Pierce stated any records slated for disposal at the landfill could still be recycled. He volunteered to take all the paper and plastic recyclables from the Town Hall to the recycling site.

Item # 6 – Mayor Lucas and Council Members received the December 2010 environmental update at the Merck Stonewall Plant in Elkton, VA.

Item # 7 – Mayor Lucas and Council Members received the December 2010 Town vehicle gasoline log for review.

Item # 8 – Heard the Page County Chamber of Commerce has the following events scheduled:

Business Networking Breakfast on January 13, 2011, at 7:30 a.m. at the Chamber Boardroom in Luray (previously scheduled for the Mimslyn Inn); Business After Hours on January 17, 2011, at 5:30 p.m., at Luray Fitness Center; and Cabin Capital Open Forum on January 27, 2011, at 4 p.m., at Chamber Boardroom in Luray.

Item # 9 – Mayor Lucas and Council Members received the December 2010 Town Police Report for review.

COMMITTEE REPORTS

WATER & SEWER

(Chairman Kite and Councilpersons Jenkins and Sampson)

Councilman Sampson reported there is a water leak in the gutter across from the telephone company building.

Also, a water leak was reported by Mayor Lucas on North Fifth Street, just north of the old Charlie Llewellyn property.

Town Manager Dovel stated work orders will be submitted to the public works department. He noted they have been keeping an eye on the leak in the gutter and trying to find out its exact location prior to digging it up for repair.

STREETS & PUBLIC PROPERTY

(Chairman Kite and Councilpersons Comer and Sampson)

Councilman Sampson and Lowe reported a pothole in the street between the boat landing road and the railroad arch.

Town Manager Dovel stated he would request public works repair it with cold patch.

Councilman Comer noted the property owner did a good job of removing the trash from behind 321 Third Street.

POLICE, SAFETY, & JUDICIAL

(Chairman Kite and Councilpersons Comer and Lowe)

Chief Monteleone submitted a new design for the police department patches. He noted the new patches will be ordered within the next few weeks.

Council Members agreed the new patch design looked very nice.

Chief Monteleone then reported the police department received a grant to replace bullet proof vests. The new vests are \$499 each, but half the amount will be covered by the grant. Chief Monteleone reported the new vests are much lighter weight material and the officers really like them.

TAXATION & FINANCE

(Chairman Pierce and Councilpersons Kite and Lowe)

Committee Chairman Pierce reported the budget reports through November 30, 2010, were received for Council's review. He noted several line items seemed out of adjustment for the percentages used thus far.

Town Manager Dovel explained the Council is paid quarterly, therefore this line item would not be even until the December or January reports.

Councilman Comer noted the real estate tax collections seemed to be down from what was budgeted.

Assistant Town Manager Roudabush explained the mortgage companies and multiple property owners always hold their payment until the last day to pay them. This year the December 5th due date fell on a Sunday, which allowed citizens until Monday to pay their taxes. She noted the mortgage companies send their payments by FedEx or one of the other delivery companies on the deadline day. She noted the December budget reports should equal out for real estate tax collected.

Mayor Lucas noted he felt sure the Treasurer would have alerted the entire Council, by now, if tax collections were really further behind than normal.

Mayor Lucas and Council Members briefly discussed the recent reassessments by Page County. It was noted almost all of the property assessments went down and many went down a lot. It was discussed this will likely cause the Town real estate tax rate to increase to make up the difference of the lower assessments, but the Council is hoping the new rate and the assessments will even out as much as possible to not burden the citizens with much, if any, additional taxes.

PARKS & RECREATION

(Chairman Sampson and Councilpersons Pierce and Lowe)

Committee Chairman Sampson then reported the following Parks and Recreation News:

Parks and Recreation News: Big Gem Park - They will put down more stone to allow for easier walking access toward the future ball field location; wooden structures will be sealed in the spring; will continue to work on the bike trails; River Park – plan to install the small bridge to extend the walking trail; replant 5 trees that were destroyed by the beavers; any wooden structures will be sealed in the spring; Wig-Wam Village Playground – wooden structures will be sealed in the spring; Future Plans – continue grant research to help fund major projects; resurface the tennis courts; electric to light Town entrance signs; pavilion at Big Gem – already received donations toward building this structure; install volleyball courts at River Park; new sign at Scout Park; new concrete floor at batting cage; staircase leading to the restroom building at the River Park.

Committee Chairman Sampson noted the boys basketball program is slated to begin very soon and new basketball uniforms need to be ordered at a cost of \$904. He noted P&R Director Mongold does an excellent job of making money through her programs and obtaining donations. He explained the programs always make more money than is needed to run them and the extra money is used for other parks and recreation programs.

A Motion was made by Councilman Sampson, seconded by Councilman Lowe, to authorize purchase of basketball uniforms in the amount of \$904.

Members Roll Call Vote was as follows:

YEA: Vice Mayor Kite NAY: None.
Councilman Comer
Councilman Lowe
Councilman Pierce
Councilman Sampson

ABSTAIN: Mayor Lucas.
ABSENT: Councilman Jenkins.
VOTE: Unanimous in favor of motion.

Council noted their thanks to P&R Director Mongold for the excellent way she runs the basketball programs for both boys and girls. Also, Council thanked the many volunteers involved in helping these programs.

Committee Chairman Sampson reported the Shenandoah Recreation League voted 18 to 0 to not put anymore money into the used light poles, but rather put their money into upgrading the existing fields at the ball park. They elected to offer the used poles for sale to the Shenandoah Indians. A meeting is being set up between the Shenandoah Indians and Shenandoah Recreation League Members to discuss this matter further and he will inform Council of any other outcome.

Councilman Comer inquired what would be done with the poles if they were sold to the Shenandoah Indians?

Committee Chairman Sampson stated he was not sure, and noted they would probably be sold for scrap. The poles cost about \$15,000; when they were originally purchased from old stadium in Harrisonburg.

INDUSTRIAL, ECONOMIC DEVELOPMENT & PROCUREMENT (Chairman Comer and Councilpersons Jenkins and Pierce)

Committee Chairman Comer reported Fifth District Board of Supervisor Member Jeff Vaughan is still waiting on a ruling from the County Attorney regarding the property maintenance code.

Following a brief discussion, Council agreed to invite Supervisor Vaughan to the next Town Council meeting to discuss the property maintenance code and inform him the Town is ready to move forward, even if they have to do it on their own.

COMMUNITY SERVICE (Chairman Kite and Councilpersons Jenkins and Pierce)

Following questions, it was explained the refuse company is disposing of Christmas trees. However, they only have room for so many each week along with the regular trash.

PERSONNEL (Chairman Pierce and Councilpersons Sampson and Lowe)

There was nothing to report during this period.

POLICE REPORT

There was nothing further to report during this period.

UNFINISHED BUSINESS

There was no unfinished business to come before Council during this period.

NEW BUSINESS

There was no new business to come before Council during this period.

TOWN MANAGER'S REPORT

There was no report during this period.

MAYOR'S REPORT

There was nothing further to report during this period.

FOR THE GOOD OF THE TOWN

Guy Monger, Jr. reported Shenandoah Valley Electric Cooperative (SVEC) has a great article on the Town walking track in the current issue of the Cooperative magazine.

ADJOURN

There being no further discussions, a Motion was made by Vice Mayor Kite, seconded by Councilman Pierce, to adjourn the meeting at 8:26 p.m.

Members Vote was as follows:

YEA: Vice Mayor Kite NAY: None.

Councilman Comer

Councilman Lowe

Councilman Pierce

Councilman Sampson

ABSTAIN: Mayor Lucas.

ABSENT: Councilman Jenkins.

VOTE: Unanimous in favor of motion.

APPROVED: ATTESTED:

Clinton O. Lucas, Jr., Mayor Juanita Roudabush, MMC